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|  | **VANDNA K. KANSAGRA**  Mob: - +91-90331 11432  Email: - [vandna0108@gmail.com](mailto:vandna0108@gmail.com)   **CAREER OBJECTIVE**  Aiming to achieve a Challenging & Successful Career where I can make a Significant Contribution using my Knowledge, Skills and Experience with the Objective of Development & Growth of the Organization as well as mine.   **ACADEMIC QUALIFICATIONS**   **Completed Cost and Works Accounting (Intermediate)** from **Institute of Costs and**  **Works Accountants of India in June 2012.**   **Bachelor of Commerce** from **Veer Narmad South Gujarat University, Surat (2007 –**  **2010)**   **PROFESSIONAL EXPERIENCE**   Currently working as **Operations Executive** at Samruddha Jeevan Multi-State Multi  Purpose Co-operative Society, Navsari (Since April 2013)   Worked as **Office Administrator and Stock Keeper** at **Junction – The Family Shop.**  (October 2012 – March 2013).   **Counselor** (April 2010 – April 2012) – **Viv’s International Education Centre, Navsari, India.**   **JOB RESPONSIBILITIES**   As **Office Administrator and Stock Keeper** at **Junction – The Family Shop**, I am responsible for:  o Maintaining Inward and Outward Records of Stock  o Billing and generating reports using Shopper Standalone 9 (Powered by Tally)  o Generating Bar-codes using Shopper Standalone 9 (Powered by Tally)  o Managing Bank Accounts & Supplier Payment Records  o Maintaining Customer Relations & Services Records  o Maintaining & Updating Credit Records of Premium Customers  o Handling Incoming / Outgoing Calls, Correspondences and Filing  o Involved in Staff Management (Payroll, Incentives, etc)  o Updating & Maintaining the Holiday and Absence Records of Staff  Page 1 of 3 |  |
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|  | o Vendor Bills and Payments Records  o Paid and Un-Paid Bill Records  o Transportation of Goods Records   As **Counselor,** I was looking after all the Counseling Activities related to Student Visa for those inspired for studies in foreign land. My responsibilities were as under:  o Counsel various students inspired for studying in foreign land.  o Preparing Student VISA files.  o Acknowledging the E-mails & corresponding with various Universities via  Head Office and Branch Offices.  o Coordinating with Head Office and Branch Offices regarding the status of admissions for students.   **KEY SKILLS AND COMPETENCIES**   Managing Multiple Departments   Ability to Multi Task and Manage Conflicting Demands   Billing, Generation of Bar-codes and Reports using Shopper Standalone 9   Good Working Knowledge of all Microsoft Office Packages   Good Spelling, Proofreading and Computer Skills   Ability to Maintain Confidentiality   Ability to Produce Consistently Accurate Work even whilst under Pressure   **COMPUTER KNOWLEDGE**   Shopper Standalone 9 (Powered by Tally).   Tally 9.   Microsoft Office.   Internet.   **LANGUAGES KNOWN**   **English**, **Hindi** and **Gujarati**.   **PERSONAL**  A highly competent, motivated and enthusiastic person who believes that efforts should not only be hard but well directed to achieve the goal. Well organised and proactive in providing timely, efficient and accurate support to Office Manager and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people.  Page 2 of 3 |  |
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|  |  **REFERENCES**  Available on Request   **OTHER DETAILS**  **VANDNA K. KANSAGRA**  401- Madhav Residency,  Opp. London Palace,  Lunsikui Road  NAVSARI – 396 445  GUJARAT, INDIA   Date of Birth : July 01, 1989   Marital Status : Married   Mob : [+91 –](mailto:vandna0108@gmail.com) 90331 11432     Email : - [vandna0108@gmail.com](mailto:vandna0108@gmail.com)  Vandna K. Kansagra  Page 3 of 3 |  |
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